

# 2005

COLLEGE ENROLLMENT JULY 1, 2005 THROUGH JUNE 30, 2006

FOR NEW AND RENEWAL APPLICANTS IN 2005-2006

## DC OneApp

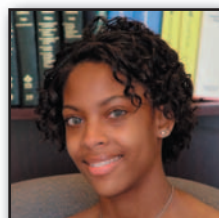
DCTAG



DCLEAP



ADOPTION



★ ★ ★ DISTRICT OF COLUMBIA  
 State Education Office

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Anthony A. Williams, Mayor



**DEADLINE FOR PROCESSING: JUNE 24, 2005**

One Judiciary Square  
441 4<sup>th</sup> Street, NW  
Suite 350 North  
Washington, DC 20001

Phone: (202) 727-2824 / Fax: (202) 727-2834  
Toll Free: (877) 485-6751  
TTY for the Hearing Impaired: (202) 727-1675  
[www.seo.dc.gov](http://www.seo.dc.gov)

Dear Applicant:

I am truly pleased to present the DC OneApp! The DC OneApp allows you to apply for all of the District's higher education grants — DC Tuition Assistance Grant (DCTAG), DC Leveraging Educational Assistance Partnership (DCLEAP) and the DC Adoption Scholarship (DCAS) using one application. You also have the option of applying online at [www.seo.dc.gov](http://www.seo.dc.gov). DC OneApp is one application with two options for three grant programs. It saves time, provides choice, and maximizes opportunities for college financing.



The DC Tuition Assistance Grant (DCTAG) can open the doors to the public college, university or Historically Black College or University (HBCU) of your choice, by providing a grant of up to \$10,000 to help cover the difference between in-state and out-of-state tuition. If you choose to attend any private HBCU, nationwide, or an eligible private college or university in the Washington metropolitan area, you can receive up to \$2,500 per year. The DC Leveraging Educational Assistance Partnership (DCLEAP) provides up to \$1,500 per year towards college costs for those students who demonstrate financial need. The DC Adoption Scholarship (DCAS) provides a grant of up to \$10,000 per year to students who were adopted from the city's foster care system on or after October 1, 2001 or who lost a parent as a result of the September 11th terrorist attacks.

To apply for the grants, you must complete this application, include all required supporting documents and send everything to the State Education Office located at 441 4th Street, NW, Suite 350 North, Washington, DC 20001. Remember, your application will not be considered complete until the State Education Office receives all supporting documents on or before the June 24, 2005 deadline. The postcards on the back cover of the application will be mailed to you as confirmation that the Higher Education Financial Services department of the State Education Office has received your application.

We continue to be committed in our efforts towards creating a model City of Learning for our District residents. Please do not hesitate to take advantage of the grants administered through the Higher Education Financial Services department of the State Education Office to help you pay for college.

Remember, **one** application, **two** options (online or paper), for **three** grant programs -- it's literally as easy as **1, 2, 3!**

Sincerely,

A handwritten signature in red ink that reads "Anthony A. Williams". The signature is written in a cursive, flowing style.

Anthony A. Williams  
Mayor

# INTRODUCING THE DC ONEAPP

The DC OneApp allows you to apply for all of the District's higher education grants — DCTAG, DCLEAP and the DCAS using one application. The DC OneApp will enable applicants to significantly reduce the amount of paperwork and time spent on applying to the District's higher education grant programs. You also have the option of applying online at [www.seo.dc.gov](http://www.seo.dc.gov).

The DC OneApp online is the result of an ongoing partnership between the State Education Office (SEO) and the Office of the Chief Technology Officer (OCTO) to provide a best-in-class service to District residents pursuing their dreams of obtaining a college degree.



## 1 Application

## 2 Options (Online or Paper)

## 3 Grant Programs

- ✓ DC Tuition Assistance Grant
- ✓ DC Leveraging Education Assistance Partnership
- ✓ DC Adoption Scholarship Program



*Saving time ... Enhancing options ... Offering opportunities.*

# COMPLETING ONEAPP RIGHT...THE FIRST TIME

## Read the application!

Many questions on the DC OneApp are straightforward, like your date of birth or social security number. However, many questions will require you to read the accompanying notes and/or instructions to make sure you answer the questions correctly. Phrases like certified D40 taxes, domiciled and eligible college or university are specifically defined for purposes of postsecondary financial assistance offered by the District of Columbia. So be sure to read the application thoroughly.

You may have unique family situations that cause you to have additional questions. You should then contact a Financial Grants Counselor from the State Education Office's department of Higher Education Financial Services for clarification at (202) 727-2824 or via email at [dconeapp@dc.gov](mailto:dconeapp@dc.gov).

## Apply early!

The deadline to apply for DCLEAP and the DCAS is June 24, 2005. Applicants who apply after the June 24th deadline and are deemed eligible will be placed on a waiting list and will be awarded, if funds are available. Although the deadline for DCTAG isn't until June 30, 2006, you are strongly encouraged to apply by the priority processing deadline of June 24, 2005.

## Complete your District tax returns ASAP!

You will need a certified copy of your or your parents'/guardians' District tax returns (D40) in order to complete your DC OneApp. A certified copy of your D40 with accompanying Schedule S is a required supporting document for the DCTAG, DCLEAP and DCAS (for those applicants who lost one or both parents in the September 11th terrorist attacks).

A certified copy of a D40 tax return will bear the stamp and staff signature of the DC Office of Tax & Revenue (OTR). A D40 that is certified indicates that OTR has completed the review and processing of the tax return. This document provides solid evidence of District domicile.

If you have income from public sources, copies of documents showing receipt of financial assistance from the District of Columbia government including financial assistance for housing or Temporary Assistance to Needy Families (TANF) for the current and preceding year (if applicable) should be submitted instead of certified tax returns. If the applicant is a ward or dependent of the DC courts, an original letter verifying residency on official agency letterhead is required.

## Provide legible copies of all supporting documents!

Please refer to the Supporting Documents section found on pages 20 and 21 for a complete list of required supporting documents for DCTAG, DCLEAP and the DCAS. **Do not send original documents!** Place your name and social security number at the top of each document submitted. Be sure that the photocopies are clear and legible.

Please remember that your DC OneApp is not considered complete until the Higher Education Financial Services department of the State Education Office has received all of the required supporting documents.



Remember  
the deadline is  
June 24, 2005.

# DCTAG HIGH SCHOOL SURVEY

This survey allows the DCTAG program to obtain valuable information from applicants. The information will be used to measure the impact the program is making in the lives of District high school graduates. Please help the State Education Office to continue demonstrating the value of DCTAG to policymakers by answering each of the following questions:

1. ☐ Male ☐ Female
2. High school you have or will graduate from: \_\_\_\_\_
3. Which ward do you live in? \_\_\_\_\_
4. Has the DC Tuition Assistance Grant Program (DCTAG) made a difference in your decision to continue your education beyond high school? ☐ Yes ☐ No
5. Will you be the first member of your immediate family to attend college? ☐ Yes ☐ No
6. Has the existence of the DCTAG Program made a difference in your choice of which college you may attend?  
☐ Yes ☐ No
7. Which college are you most likely to attend during the 2005-2006 school year?  
Name of College \_\_\_\_\_
8. If the DCTAG program did not exist, which college would you be more likely to attend during the 2005-2006 school year?  
Name of College \_\_\_\_\_

**TO BE COMPLETED BY 2005  
HIGH SCHOOL GRADUATES  
ONLY.**



# PROGRAM SPECIFICS

## DC TUITION ASSISTANCE GRANT PROGRAM (DCTAG)

### INTRODUCTION

The DC Tuition Assistance Program (DCTAG) was created by Congress in 1999 by the District of Columbia College Access Act (PL 106-98) and amended by DC College Access Improvement Act 2002 for the purpose of expanding higher education choices for college bound residents of the District.

### AWARD AMOUNT

- Up to \$10,000 annually to pay the difference between in-state and out-of-state tuition at public colleges/universities, including public HBCU s for a lifetime maximum of \$50,000.
- Up to \$2,500 annually for private HBCU s & private colleges/universities in the Washington metropolitan area for a lifetime maximum of \$12,500.

### ELIGIBILITY CRITERIA

- US citizen or eligible non-citizen
- Residency in the District of Columbia 12 months prior to the first year in college
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program
- Continue to be domiciled in the District of Columbia
- Maintain satisfactory academic progress as defined by the applicant s postsecondary school
- Not in the fall of any loan made or guaranteed under Title IV of the Higher Education Act 1965
- Registered with Selective Service (males 18 and over)

### REQUIRED SUPPORTING DOCUMENTS

- Certified copy of the DC Income Tax Return (D-40) for the year preceding the application submission
- Copies of two current utility bills
- Proof of citizenship status for eligible non-citizens
- Copy of social security card (first-time applicants only)
- Copy of high school diploma / GED certificate (first-time applicants only)
- Selective Service documentation
- Transcripts for all colleges previously attended

### ELIGIBLE INSTITUTIONS

- All public colleges/universities throughout the U.S.
- All public and private Historically Black Colleges and Universities throughout the U.S.
- All private colleges/universities in the District and nearby Maryland and Virginia

## LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP PROGRAM (DC LEAP)

### INTRODUCTION

The D. C. Leveraging Educational Assistance Partnership (DCLEAP) is a federal financial aid program. DC LEAP assists eligible students, who demonstrate financial need, in attending post secondary educational institutions on at least a half time basis.

### AWARD AMOUNT

- Up to \$1,500 per academic year (award will be reduced for less than full-time enrollment). Awards do not cover the summer term.

### ELIGIBILITY CRITERIA

- US citizen or eligible non-citizen
- Residency in the District of Columbia 12 months prior to the first year in college
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program
- Continue to be domiciled in the District of Columbia
- Maintain satisfactory academic progress as defined by the applicant s postsecondary school
- Not in the fall of any loan made or guaranteed under Title IV of the Higher Education Act 1965
- Have demonstrated financial need
- Have a high school diploma or GED certificate

### REQUIRED SUPPORTING DOCUMENTS

- Certified copy of the DC Income Tax Return (D-40) for the year preceding the application submission
- Copies of two current utility bills
- A valid Student Aid Report (SAR)

### ELIGIBLE INSTITUTIONS

- All postsecondary institutions certified by the US Department of Education as being eligible to participate in Title IV Student Aid Programs.

# PROGRAM SELECTION

This page **MUST** be completed!



## Grants you are applying for:

- ☐ **DCTAG**  
(DC Tuition Assistance Grant)
- ☐ **DCLEAP**  
(DC Leveraging Education Assistance Partnership)
- ☐ **DCAS**  
(DC Adoption Scholarship)

### HOW DID YOU HEAR ABOUT SEO'S GRANT PROGRAMS (DCTAG / DCLEAP / DCAS)?

- ☐ DC CAP Counselor
- ☐ HS Counselor
- ☐ Teacher
- ☐ Parent
- ☐ Church
- ☐ Educational Opportunity Center
- ☐ College Information Center
- ☐ SEO
- ☐ Radio
- ☐ TV
- ☐ Friend
- ☐ Newspaper
- ☐ Metro Ad
- ☐ Internet
- ☐ Councilperson
- ☐ Congressional Representative
- ☐ Other \_\_\_\_\_

### WHO ASSISTED YOU IN COMPLETING THIS APPLICATION?

- ☐ DC CAP Counselor
- ☐ HS Counselor
- ☐ Teacher
- ☐ Parent
- ☐ Church
- ☐ Educational Opportunity Center
- ☐ College Information Center
- ☐ SEO
- ☐ Other \_\_\_\_\_

# APPLICATION LAYOUT

The DC OneApp contains the following sections:

- **Introduction of the DC OneApp**

- **Completing the DC OneApp Right...the First Time**

Tips are provided to assist applicants in the submission of a complete application package.

- **Program Specifics**

This section summarizes higher education grant programs offered by the State Education Office.

Eligibility criteria are provided to help applicants determine which programs they qualify for.

- **Program Selection**

- **Application Layout**

This section provides an outline of the DC OneApp to help applicants navigate through the application.

- **Application Instructions**

- **The Steps**

The core of the DC OneApp is divided into six (6) steps. Each step contains questions that will determine the following information:

**STEP ONE:** General Information

**STEP TWO:** Educational Plans

**STEP THREE:** Status Determination

**STEP FOUR:** Parent / Guardian Domicile Information

**STEP FIVE:** DC Adoption Scholarship

**STEP SIX:** Affirmation Statements

- **Notes:**

To provide support to the applicants, parents and/or guardians in completing this application, additional guidance is provided in the corresponding notes opposite the application pages.

- **Checklist:**

A checklist is provided to help the applicant, parents and/or guardians make certain that they have reviewed the application for completeness and all pertinent supporting documents are attached.

- **Privacy of Student Records:**

This consent form allows the exchange of student information between the State Education Office and authorized educational entities.

Your signature indicates your consent to our disclosure to your parent(s) or legal guardian(s) (if you are a minor), your spouse, colleges and universities to which you have applied for admission or in which you are enrolled, and local scholarship and educational organizations.

- **Supporting Documents:**

A list of required supporting documents for each program is provided. For DCTAG, a table has been added to clearly outline the required supporting documentation for each category of applicant.

- **Glossary:**

The glossary is provided to define terms that may be unfamiliar to the applicant or, for this application, have specifically defined purposes.

- **Acknowledgement Postcards:**

Applicants are asked to complete the postcards for DCTAG and DCLEAP located in the back of the application. These postcards will be returned to the applicant notifying them that their DC OneApp has been received and is being processed. Not completing these postcards will delay notification.



# APPLICATION INSTRUCTIONS

## Completing the DC OneApp

1. **Read all instructions** and answer the applicable questions in each step.

Additional guidance is provided in the corresponding notes opposite the application pages.

2. **Refer** to the Supporting Documents sections to determine which documents will be needed to accompany your DC OneApp. Please provide legible copies of required documents with the applicant's name and social security number on each copy. Originals submitted to the State Education Office will not be returned.

Please refer to the Glossary for complete definitions of supporting documents.

3. **Sign and date** the Affirmation Statements in Step 6.
4. **Sign and date** the Privacy of Student Records Form (pg. 19).
5. **Mail or deliver** the completed application along with required supporting documents to the Higher Education Financial Services department of the State Education Office located at 441 4th Street, NW, Suite 350 North, Washington, DC 20001 by June 24, 2005.

## Filling Out the DC OneApp:

\*  **Green** is for student information and  **Purple** is for parent / guardian / spouse information.

\* Use black or blue ink and fill in ovals completely. **Correct**  **Incorrect**    

\* Print clearly in CAPITAL letters and skip a box between words:

1	5			U	P	S	H	U	R		S	T	R	E	E	T		N	W
---	---	--	--	---	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---

# NOTES FOR STEP I

## Let's Get Started!

### STEP ONE:

#### Notes for questions 2-5:

Please provide your legal name as it appears on your signed social security card.

#### Notes for questions 6-10:

The permanent address provided should match the D40 and/or required supporting documents.

#### Notes for question 11:

If you do not know which ward you live in, please call the Board of Elections at (202) 727-2525.

#### Notes for question 14:

Providing a valid email address is very important. The SEO uses the address provided to send updates and important notices about the grant programs.

#### Notes for question 15:

This number must match the number on your signed social security card. If you lost your social security card, or need a replacement, contact the Social Security Administration.

Telephone: (800) 772-1213

(Monday - Friday / 7:00 a.m. - 7:00 p.m.)

Website: [www.socialsecurity.gov/online/ss-5.html](http://www.socialsecurity.gov/online/ss-5.html)

There is no charge to obtain a social security card. This is a FREE service.

#### Notes for question 18:

For males (ages 18-25), please provide proof of selective service registration with this application. If you need to register with the selective service, you may do so on-line. Website: [www.sss.gov](http://www.sss.gov)

#### Notes for question 19:

All applicants must meet the same citizenship and immigration status requirements to receive federal student assistance as described in section 484(a)(5) of the Higher Education Act of 1965 (20 U.S.C. 1091 (a)(5)).

You must be one of the following to receive federal student aid:

- U.S. citizen
- U.S. national (includes natives of American Samoa or Swain s Island)
- U.S. permanent resident who has an I-151, I-551, or I-551C (Alien Registration Receipt Card)

If you re not in one of these categories, you must have an Arrival-Departure Record (I-94) from the Bureau of Citizenship and Immigration Services (formerly the U.S. Immigration and Naturalization Service) showing one of the following designations:

- Refugee
- Asylum Granted
- Cuban-Haitian Entrant, Status Pending
- Conditional Entrant (valid only if issued before April 1, 1980)

If you have only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464), you aren t eligible for federal student aid.

If you are in the United States on certain visas, including an F1 or F2 student visa, or a J1 or J2 exchange visitor visa, you re not eligible for federal student aid. Also, persons with G series visas (pertaining to international organizations) are not eligible. For more information about other types of visas that are not acceptable, check with your school s financial aid office. You may also visit <http://studentaid.ed.gov>.

**Please attach a copy of your alien registration receipt card to this application.**

#### Notes for question 26:

##### **For 2005 graduates ONLY.**

Please indicate your most recent cumulative high school grade point average.

# GENERAL INFORMATION

# STEP I

PLEASE PRINT LEGIBLY



1. PREFIX (Mr. / Mrs. / Ms. / Miss)

2. LAST NAME

3. FIRST NAME

4. MI

5. SUFFIX (Sr. / Jr. / II / III / IV)

6. PERMANENT ADDRESS

7. APT.

8. CITY

9. STATE

10. ZIP CODE



11. WARD

12. HOME PHONE NUMBER




13. CELL PHONE NUMBER




14. EMAIL ADDRESS

15. SOCIAL SECURITY NUMBER




16. DATE OF BIRTH

month

date

year

17. GENDER ☐ Female ☐ Male

18. IF MALE (AGES 18-25), HAVE YOU REGISTERED FOR SELECTIVE SERVICE AS REQUIRED? ☐ Yes ☐ No

19. ARE YOU A U.S. CITIZEN? ☐ Yes ☐ No

☐ Yes, I am a U.S. citizen. (Skip to question 22)

☐ No, but I am an eligible noncitizen. Complete questions 20&21.

☐ No, I am not an eligible noncitizen.

20. ALIEN REGISTRATION NO.

21. EXPIRATION DATE

month

date

year

22. ARE YOU REGISTERED TO VOTE IN THE DISTRICT OF COLUMBIA? ☐ Yes ☐ No

23. IF YOU HAVE OR WILL OBTAIN A HIGH SCHOOL DIPLOMA, WHAT HIGH SCHOOL DID YOU OR WILL YOU GRADUATE FROM?

SCHOOL NAME

CITY

STATE

ZIP CODE



COUNTRY

24. HIGH SCHOOL TYPE

☐ Public School ☐ Charter School ☐ Parochial School ☐ Private or Independent School ☐ GED ☐ Home School

25. MONTH/YEAR YOU RECEIVED, OR WILL RECEIVE, YOUR HIGH SCHOOL DIPLOMA OR GED

month

year

26. CUMULATIVE HIGH SCHOOL GPA \_\_\_\_\_ (TO BE ANSWERED BY 2005 HIGH SCHOOL GRADUATES ONLY)

27. HIGHEST GRADE LEVEL YOUR FATHER COMPLETED. ☐ Middle/ Jr. High School ☐ High School ☐ Some College ☐ College ☐ Master's ☐ Ph.D or Professional Degree ☐ Unknown

28. HIGHEST GRADE LEVEL YOUR MOTHER COMPLETED. ☐ Middle/ Jr. High School ☐ High School ☐ Some College ☐ College ☐ Master's ☐ Ph.D or Professional Degree ☐ Unknown

# NOTES FOR STEP 2

## Notes for question 30:

Please provide transcripts for each college or university listed.

## Notes for question 32:

If you are not sure, or haven't received official acceptance letters, please list the college or university you will most likely attend in the 2005-2006 school year.

Please notify the Higher Education Financial Services department of the State Education Office at [dconeapp@dc.gov](mailto:dconeapp@dc.gov) no later than August 1, 2005 if the college or university you will be attending is different from the college or university listed in question 32 or if you are transferring from one college or university to another.

## Notes for question 34:

Enrollment classification is different for each college or university. Please consult your college's or university's student handbook for official terms and definitions.



**You are not eligible to receive DCTAG, DCLEAP or the DCAS if you have already obtained a bachelor's degree.**

29. IS THIS YOUR FIRST TIME IN COLLEGE? ☐ Yes ☐ No  
(If yes, please skip to Question 31)

30. PLEASE LIST THE COLLEGES AND/OR UNIVERSITIES YOU HAVE PREVIOUSLY ATTENDED.

Address (Street address, city, state):

Dates: From:

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

____/____ month      year	____/____ month      year
____/____ month      year	____/____ month      year
____/____ month      year	____/____ month      year
____/____ month      year	____/____ month      year

31. WHEN DID YOU START, OR EXPECT TO START YOUR FIRST YEAR IN COLLEGE?

month		year			

32. WHICH COLLEGE OR UNIVERSITY WILL YOU ATTEND DURING THE 2005-2006 SCHOOL YEAR?

\_\_\_\_\_

33. WHAT WILL YOUR GRADE LEVEL BE WHEN YOU BEGIN THE 2005-2006 SCHOOL YEAR?

- ☐ 1ST YEAR / FRESHMAN - NEVER ATTENDED COLLEGE BEFORE  
☐ 1ST YEAR / FRESHMAN - ATTENDED COLLEGE BEFORE  
☐ 2ND YEAR / SOPHOMORE  
☐ 3RD YEAR / JUNIOR  
☐ 4TH YEAR / SENIOR  
☐ 5TH YEAR / SENIOR  
☐ OTHER (PLEASE SPECIFY) \_\_\_\_\_

34. DO YOU EXPECT TO ATTEND COLLEGE AT LEAST HALF-TIME FOR ANY TERM DURING THE 2005-2006 SCHOOL YEAR? ☐ Yes ☐ No

# NOTES FOR STEP 3

## Notes for questions 35-43:

Answering questions 35-43 enables the SEO to determine whether the applicant will be considered dependent or independent for purposes of these programs. If you answer **Yes** to question 35, the parent(s), guardian(s), or spouse of the applicant must provide answers to the questions in STEP FOUR.

For purposes of DCTAG and DCLEAP, you are a dependent student if you receive over 50 percent of your annual financial support from a parent, guardian, spouse or other person. In most circumstances, the person upon whom you are dependent should list you on the Schedule S of their DC tax returns (D40).

If you answer **No** to question 35, you must answer questions 44 and 45.

An independent student provides over 50 percent of their own financial support and cannot be claimed on anyone else's (D40) tax return (Schedule S) for the qualifying years necessary for this grant.

## Notes for question 43

Answer **No** (you are not a veteran) if you:

- (1) have never engaged in active duty in the U.S. Armed Forces;
- (2) are currently an ROTC student or a cadet or midshipman at a service academy, or
- (3) are a National Guard or Reserves enlistee activated only for training.
- (4) are currently serving in the U.S. Armed Forces and will continue service through June 30, 2006.

Answer **Yes** (you are a veteran) if you:

- (1) have engaged in active duty in the U.S. Armed Forces (Army, Navy, Air force, Marines, or Coast Guard) or are a National Guard or Reserve enlistee, who was called to active duty for purposes other than training, or were a cadet or midshipman at one of the service academies, and
- (2) were released under a condition other than dishonorable.
- (3) are not a veteran now but will be one by June 30, 2006.

35. HAVE YOU, OR WILL YOU, BE CLAIMED AS A DEPENDENT ON SOMEONE ELSE'S TAX RETURN? ☐ Yes ☐ No

36. IF THE ANSWER TO QUESTION 35 IS YES, PLEASE INDICATE THE PERSON WHO CLAIMED YOU ON THEIR TAXES.

\_\_\_\_\_

37. WHAT IS YOUR RELATIONSHIP TO THE PERSON LISTED IN QUESTION 36?

- ☐ Mother    ☐ Father    ☐ Grandmother    ☐ Grandfather    ☐ Sister    ☐ Brother  
☐ Aunt    ☐ Uncle    ☐ Spouse    ☐ Other

38. DO YOU HAVE CHILDREN WHO RECEIVE MORE THAN HALF OF THEIR SUPPORT FROM YOU? ☐ Yes ☐ No

39. DO YOU HAVE DEPENDENTS (OTHER THAN YOUR CHILDREN OR SPOUSE) THAT LIVE WITH YOU AND RECEIVE MORE THAN HALF OF THEIR SUPPORT FROM YOU NOW AND THROUGH JUNE 30, 2006? ☐ Yes ☐ No

40. ARE YOU (OR WERE YOU UNTIL AGE 21) A WARD/DEPENDENT OF THE DC COURT? ☐ Yes ☐ No

41. WERE YOU BORN BEFORE JANUARY 1, 1982? ☐ Yes ☐ No

42. AS OF TODAY, ARE YOU MARRIED? ☐ Yes ☐ No

43. ARE YOU A VETERAN OF THE U.S. ARMED FORCES? ☐ Yes ☐ No

## GREEN:

IF YOU HAVE ANSWERED YES TO QUESTION 35, GO TO **STEP FOUR**.

## PURPLE:

IF YOU HAVE ANSWERED NO TO QUESTION 35, PLEASE ANSWER THE FOLLOWING TWO QUESTIONS:

44. LENGTH OF TIME AT THE RESIDENCE SHOWN IN QUESTIONS 6-11. 

--	--

 month 

--	--	--	--

 year TO 

--	--

 month 

--	--	--	--

 year

45. DO YOU RENT OR OWN YOUR RESIDENCE IN DC? ☐ RENT ☐ OWN (PLEASE CHOOSE ONE)

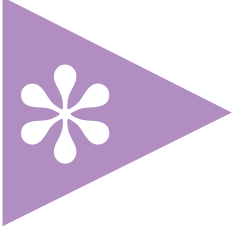
# NOTES FOR STEP 4

## Notes for question 61:

Providing a valid email address is very important. The SEO uses the address provided to send updates and important notices periodically.

## Notes for question 65:

For the purposes of DCTAG, you must be a U.S. citizen or eligible non-citizen.



**You must remain domiciled in the District of Columbia throughout your child's undergraduate education in order for him/her to remain eligible for DCTAG, DCLEAP, and DCAS (9-11 applicants).**

## General Information:

The following documents are required as proof of domicile:

- A copy of a certified District of Columbia 2004 Tax Return (D40) of the person providing answers for the question in STEP 4. The Schedule S of the D40 must list the applicant as a dependent.

To obtain a certified copy of your D40 tax return(s), you should call or visit the DC Office of Tax and Revenue (OTR) located at:

Customer Service Center  
941 North Capitol Street, N.E.  
(202) 727-4829  
Office Hours: Monday - Friday  
8:15 a.m. - 4:30 p.m.

*Certified copies of D40 tax return are usually available within two days after the tax filer receives a tax refund or within 3-4 days after a tax bill is issued. There is a fee for this service.*

- Copies of two current utility bills (no older than 45 days) that reflect the name and address of the person providing answers to the questions in STEP FOUR. The SEO will accept bills for residential service only, from the following utility providers: gas, electric, water, telephone or cable.

In cases where utility costs are included in the monthly rent, The SEO will accept a notarized letter from the rental/leasing agency that verifies this arrangement.

OR

- Copies of two earnings and leave statements (pay stubs) that reflect separate pay periods, and shows the name and address of the person providing the answers to the questions in STEP FOUR and the withholdings of District of Columbia income taxes.

In cases where District taxes are not required due to the receipt of public assistance, unemployment, retiree or disability as sources of income, acceptable documents include official agency letters reflecting receipt of these public sources of income.



# PARENT / GUARDIAN DOMICILE INFORMATION

## STEP 4

P  
L  
E  
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S  
E  
  
P  
R  
I  
N  
T  
  
L  
E  
G  
I  
B  
L  
Y

46. PREFIX (Mr. / Mrs. / Ms. / Miss)

47. PARENT/GUARDIAN LAST NAME

48. PARENT/GUARDIAN FIRST NAME

49. MI

50. SUFFIX (Sr. / Jr. / II / III / IV)

51. RELATIONSHIP TO APPLICANT

- ☐ Mother
 ☐ Father
 ☐ Grandmother
 ☐ Grandfather
 ☐ Sister
 ☐ Brother  
☐ Aunt
 ☐ Uncle
 ☐ Spouse
 ☐ Other

52. PERMANENT STREET ADDRESS

53. APT.

54. CITY

55. STATE

56. ZIP CODE



57. WARD

58. HOME PHONE NUMBER




59. WORK PHONE NUMBER




60. CELL PHONE NUMBER




61. EMAIL ADDRESS

62. SOCIAL SECURITY NUMBER




63. DATE OF BIRTH




month

date

year

64. WHAT IS YOUR MARITAL STATUS AS OF TODAY? Please choose only one.

- ☐ Married/Remarried
 ☐ Single, Divorced/Separated
 ☐ Widowed

65. ARE YOU A U.S. CITIZEN? Please choose one.

- ☐ Yes, I am a U.S. citizen. (Skip to question 68)  
☐ No, but I am an eligible noncitizen. (complete questions 66&67)  
☐ No, I am not an eligible noncitizen.

66. ALIEN REGISTRATION NUMBER

67. EXPIRATION DATE




month

date

year

68. ARE YOU REGISTERED TO VOTE IN DC ☐ Yes ☐ No

69. LENGTH OF RESIDENCE AT ADDRESS INDICATED ABOVE

month

year

TO

month

year

70. DO YOU RENT OR OWN YOUR RESIDENCE IN DC? ☐ RENT ☐ OWN (please choose one)

# PROGRAM SPECIFICS FOR DCAS

## DISTRICT OF COLUMBIA ADOPTION SCHOLARSHIP PROGRAM

### INTRODUCTION

The DC State Education Office administers the District of Columbia Adoption Scholarship Program. The program was authorized by P.L. 113-172 (Adoption Voucher Act). The Act appropriated a federal payment of one million dollars (\$1,000,000) to establish a scholarship fund for post-high school education and training of District of Columbia children who are members of adoptive families or children who lost one or both parents in the terrorist attacks of September 11, 2001.

### AMOUNT OF GRANT

Up to \$10,000 per year for four years.

### ELIGIBILITY CRITERIA

- Adopted on/after October 1, 2001 through the District of Columbia's foster care system or;
- Lost one or both parents in the September 11, 2001 terrorist attacks and currently domiciled in the District of Columbia
- Twenty-four years of age or younger
- High school graduate or an earned General Equivalency Diploma (GED)
- Accepted or currently enrolled in an eligible postsecondary institution
- Maintain satisfactory academic progress as defined by the applicant's postsecondary school
- Not in the fall of any loan made or guaranteed under Title IV of the Higher Education Act 1965

### REQUIRED SUPPORTING DOCUMENTS

- For adopted applicants:
  - Copy of the final adoption decree
- For 9/11 applicants:
  - Copy of death certificate
  - Certified copy of most recent DC Income Tax Return (D-40)
  - Two current utility bills

### ELIGIBLE POSTSECONDARY INSTITUTIONS

All postsecondary institutions certified by the US Department of Education as being eligible to participate in Title IV Aid Programs are eligible schools.

**Children adopted  
from the  
District's foster care  
system are not  
required to reside in  
the District of  
Columbia**



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71. WERE YOU ADOPTED FROM THE DC FOSTER CARE SYSTEM ON OR AFTER OCTOBER 1, 2001?

☐ Yes ☐ No

72. ARE YOU A RESIDENT IN THE DISTRICT OF COLUMBIA AND LOST ONE OR BOTH PARENTS IN THE SEPTEMBER 11, 2001 TERRORIST ATTACKS? ☐ Yes ☐ No

# CHECKLIST

## FOLLOWING INSTRUCTIONS LISTED BELOW SHOULD RESULT IN A COMPLETE DC ONEAPP:

### DEADLINE: June 24, 2005

- ☐ **D**ate and sign the Affirmation Statements in Step Six (page 18).
- ☐ **C**ompletely read the DC OneApp
- ☐ **O**nly answer questions that are applicable to the program(s) for which you are applying.
- ☐ **N**otes for selected questions provide additional support in answering DC OneApp questions, please refer to them as necessary. However, if you still need help, do not hesitate to contact a Financial Grants Counselor at (202) 727-2824 or via email at [dconeapp@dc.gov](mailto:dconeapp@dc.gov)
- ☐ **E**nsure you have attached certified copies of your D40 tax returns. These tax documents must be certified by the DC Office of Tax & Revenue (OTR) located at

**941 North Capitol Street, NE – First Floor.**

Metro Red Line — Union Station.

There is a fee for each certified copy obtained.

Individuals who are not required to file tax returns must provide official agency letters reflecting receipt of public sources of income. Wards of the DC courts must provide an original letter that verifies residency on official agency letterhead.

- ☐ **A**ttach copies of all necessary supporting documents as required. Please refer to Supporting Documents section on pages 19 and 20 for a listing by program or to the Glossary on page 22 for further details.
- ☐ **P**rovide clear and legible copies of supporting documents with the applicant's name and social security number on the top of each page.
- ☐ **P**ersonally deliver or mail the completed DC OneApp and all required supporting documents no later than June 24, 2005 to:

**Higher Education Financial Services  
DC State Education Office  
441 4th Street, NW – Suite 350 North  
Washington, DC 20001  
(202) 727-2824  
Metro Red Line — Judiciary Square**

**ALL APPLICANTS AND PARENTS, GUARDIANS OR SPOUSE OF DEPENDENT APPLICANTS MUST SIGN AND DATE THIS PAGE EVEN IF A CERTIFIED D40 IS NOT REQUIRED.**

I do hereby affirm the following:

- I am domiciled in the District of Columbia and it is my intention to continue to be domiciled in the District of Columbia;
- I have not received my first undergraduate bachelor s degree;
- I am not in default on any loan made or guaranteed under Title IV of the Higher Education Act of 1965, and do not owe a refund on funds previously received under such Title or I have made satisfactory arrangements for repayment;
- If I am a male 18-25 years of age, I have registered with the Selective Service;
- All information provided on this form and the attachments are accurate, complete and true to the best of my knowledge; and,
- I understand that knowingly providing false information may disqualify me from consideration for the District of Columbia s State Education Offices Higher Educations Financial Grants and will make me subject to criminal and other penalties in accordance with Federal and District of Columbia laws.



Applicant Signature

Date

The parent, guardian, or spouse of dependent applicants **MUST** sign the bottom of this page even if they have not or will not be required to submit a certified DC tax return (D40).

I do hereby affirm that the domicile of the applicant may be established through me because:

- I am the applicant s parent, guardian, spouse, or other person that provides more than 50 percent of the applicant s financial support;
- I am domiciled in the District of Columbia and it is my intention to continue to be domiciled in the District of Columbia; and,
- I am a parent, guardian or spouse of the dependent applicant and I have attached a certified copy of my DC tax return (D40) with a Schedule S that reflects the applicant as my dependent for all qualifying years.

OR

I am a parent, guardian or spouse of a dependent applicant and I am not required to file a DC tax return (D40). I have attached official agency letters reflecting receipt of public assistance, TANF, social security, and/or disability benefits.



Parent s, Guardian s or Spouse s Signature

Date

*By signing this application you agree, if asked, to provide information that will verify the accuracy of this completed application. This information may include your federal or state income tax returns. Also, you certify that you understand that the Director of the Higher Education Financial Services department of the State Education Office, or his/her designee has the authority to verify information reported on this application with the DC Office of Tax and Revenue and other federal or local agencies. If you purposely give false or misleading information, you may be fined, sent to prison, or both.*

# PRIVACY OF STUDENT RECORDS

## LEGAL DISCLAIMER

### Information on the Privacy Act and use of your Social Security Number.

We use the information that you provide on this form to determine if you are eligible to receive student financial aid and the amount that you are eligible to receive. Sections 483 and 484 of the Higher Education Act of 1965, as amended, and Sections 3(f)(2) and 5(e)(2) of the District of Columbia College Access Act, as approved November 12, 1999, Pub. L. 106-99, as amended authorizes us to ask you and your parents these questions, and to collect and use your social security number to verify your identity and retrieve any records to help us determine eligibility for this grant. We may request your social security number again for these purposes.

### Consent to Share Information for Limited Purpose

Your signature below indicates your consent to our disclosure of "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of participation in our financial assistance programs.

Furthermore, your signature below indicates your consent to our disclosure of information you provide to third parties we have authorized to assist us in administering the programs for which you have applied through submission of this application. In addition, your signature below indicates your consent to our disclosure to your parent(s) or legal guardian(s) (if you are a minor), your spouse, colleges and universities to which you have applied for admission or in which you are enrolled, and local scholarship and educational organizations.

Pursuant to the Family Educational Rights and Privacy Act, (20 U.S.C./ 1232g; 34 CFR Part 99.41), your student records may be shared without consent, with the following parties or under the following conditions:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

### Legal Notice

By submitting this application, you are giving the District of Columbia permission to verify any statement or information provided on and with this form.

Whoever makes or presents to any officer or employee of the District of Columbia government, or to any department or agency thereof, any claim upon or against the District of Columbia or any department or agency thereof, knowing such claim to be false, fictitious, or fraudulent, shall be imprisoned not more than one year and assessed a fine of not more than \$100,000 for each violation.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

# DCTAG SUPPORTING DOCUMENTS

Please place applicant's name and social security number on the top of legible document copies. Original documents submitted to the State Education Office will NOT be returned.

STUDENT STATUS	Certified D40 Tax Returns <sup>1</sup>	Two current utility bills <sup>2</sup> (less than 45 days old)	Social Security Card	Diploma or Transcript
2005 Graduates D.C. Public High School D.C. Public Charter School Private High Schools Parochial High Schools GED Recipients	Yes 2004	Yes	Yes	Yes 1. HS Diploma 2. GED certificate
Renewal Applicants	Yes 2004	Yes	No	No
First-time applicants graduated from high school / GED in 2002, 2003 and 2004 <b>AND HAVE NOT</b> previously attended college	Yes 2004	Yes	Yes	Yes 1. HS Diploma 2. GED certificate
First-time applicants graduated from high school / GED in 2002, 2003 and 2004 <b>AND</b> have previously attended college	Yes From the year before freshman year in college to 2004	Yes	Yes	Yes 1. HS Diploma 2. GED certificate 3. Official transcripts from all colleges or universities attended
First-time applicants graduated from high school / GED in 1998, 1999, 2000 or 2001 <b>AND</b> did not attend college within three years or have interrupted their college education for more than three years	Yes 2000-2004	Yes	Yes	Yes 1. HS Diploma 2. GED certificate 3. Official transcripts from all colleges or universities attended
First time applicants graduated from high school / GED <b>BEFORE</b> 1998	Yes 2000-2004	Yes	Yes	Yes 1. H.S. Diploma 2. Official transcript for Spring 2002 from a DCTAG eligible college or university
Applicants without a high school diploma or GED who have been accepted into an eligible college or university	Yes 2000-2004	Yes	Yes	Yes 1. H.S. Transcript 2. Letter of Acceptance from a DCTAG eligible college or university

<sup>1</sup> If the applicant has income from public sources, copies of documents showing the receipt of financial assistance from the District of Columbia government including financial assistance for housing or TANF for the current and preceding year (if applicable) should be submitted in lieu of certified tax returns. If the applicant is a ward or dependent of the D.C. courts, an original letter verifying residency on official agency letterhead is required.

<sup>2</sup> Bank statements, mortgage statements or pay stubs (for two different pay periods) reflecting current address and District of Columbia withholding taxes will be accepted in lieu of utility bills.

- **A certified DC Income Tax Return (D-40) for the required period preceding application submission.** A certified copy of a (D40) tax return will bear the stamp and staff signature of the District of Columbia's Office of Tax and Revenue (OTR). A (D40) tax return that is stamped and signed indicates that OTR has completed the review and processing of the tax return. The certified (D40) tax return provides evidence of District of Columbia domicile.
- **Copies of two current utility bills**  
These bills must be current (no older than 45 days) and contain the name and address of the applicant (if independent) or parent/guardian/spouse (if applicant is dependent). The State Education Office will accept bills, for residential services only, from the following utility providers: gas, electric, water, telephone or cable.
- **Selective Service Registration**  
*By law male U.S. citizens, and male aliens living in the U.S., who are between the ages of 18 and 25, are required to be registered with Selective Service. Persons required by law to register with the Selective Service System must register within 30 days of their 18th birthday. This can be done electronically on the Internet, by telephone or by obtaining a Registration Card at any U.S. Post Office, U.S. Embassy, or U.S. Consulate. A registrant should retain the Registration Acknowledgment he receives from Selective Service as evidence of his registration.*
- **Social Security Card:** The applicant must provide a copy of an original signed card issued from the Social Security Administration. To obtain or replace an original card, you'll need to complete a Form SS-5, and provide documents that prove your age, identity and U.S. citizenship or lawful alien status.

# DCLEAP SUPPORTING DOCUMENTS

- **A valid Student Aid Report (SAR)**

A SAR is considered valid only if it contains the applicant's Expected Family Contribution (EFC) displayed in the upper right hand corner. The applicant's EFC represents the dollar amount the applicant and his or her family are expected to contribute towards the applicant's education.

- **A certified DC Income Tax Return (D-40) for**

the year preceding application submission

A certified copy of a (D40) tax return will bear the stamp and staff signature of the District of Columbia's Office of Tax and Revenue (OTR).

A (D40) tax return that is stamped and signed indicates that OTR has completed the review and

processing of the tax return. The certified (D40) tax return provides evidence of District of Columbia domicile.

- **Copies of two current utility bills**

These bills must be current (no older than 45 days) and contain the name and address of the applicant (if independent) or parent/guardian/spouse (if applicant is dependent). The State Education Office will accept bills, for residential services only, from the following utility providers: gas, electric, water, telephone or cable.

# DCAS SUPPORTING DOCUMENTS

**For adopted applicants:**

- Copy of the final adoption decree

**For 9/11 applicants:**

- Copy of death certificate
- Certified copy of most recent DC Income Tax Return (D-40)
- Two current utility bills



## ACADEMIC YEAR

A time period measured by the amount of academic work to be accomplished by a student. A college or university defines its own academic year, but federal regulations set minimum standards colleges or universities must adhere to if they wish to award federal student aid funds.

## AWARD YEAR

The time beginning on July 1 of one year and extending to June 30 of the next year for which financial aid awards are made. Funding for Federal Pell grants, campus-based programs, DCTAG, DCLEAP and DCAS are provided on the basis of the award year.

## CAMPUS-BASED PROGRAMS

The term that applies to three federal student aid programs administered on campus by eligible institutions of postsecondary education. These programs are:

- Federal Supplemental Education Opportunity Grant (FSEOG) Program
- Federal Perkins Loan Program
- Federal Work-Study (FWS) Program

## CERTIFIED TAX RETURN

A certified copy of a (D40) tax return will bear the stamp and staff signature of the District of Columbia's Office of Tax and Revenue (OTR). A (D40) tax return that is stamped and signed indicates that OTR has completed the review and processing of the tax return. The certified (D40) tax return provides evidence of District of Columbia domicile.

## CITIZEN/ELIGIBLE NONCITIZEN

A citizen is a person who has been granted or who is born with all the maximum rights in a country. An eligible noncitizen is a person who is not a natural citizen but who has been granted certain rights by the government. A student must be one of the following to receive federal and District student aid:

### U.S. citizen

U.S. national (includes natives of American Samoa or Swain's Island), or U.S. permanent resident who has an I-151, I-551 or I-551C (Alien Registration Receipt Card).

If a student is not in one of these categories, he or she must have an Arrival-Departure Record (I-94) from the U.S. Department of Homeland Security (DHS) showing one of the following designations:

- Refugee
- Asylum Granted
- Cuban-Haitian Entrant (Status Pending), or
- Conditional Entrant (valid only if issued before April 1, 1980)

If a student has only a Notice of Approval to Apply for Permanent Resident (I-171 or I-464), he or she is not eligible for federal student aid.

If a student is in the U.S. on an F-1 or F-2 student visa, or on a J-1 or J-2 exchange-visitor visa only, he or she can't get federal student aid. Also, persons with G series visas (pertaining to international organizations) are not eligible for federal student aid.

## DEADLINE

The date by which the DC OneApp must be received by the Higher Education Financial Services department of the state education office. For the 2005-2006 academic year, the deadline is June 24, 2005.

## DEFAULT

Failure to repay a federal educational loan according to the terms included in the promissory note or to return a refund on grants previously received under Title IV. There can be serious legal consequences for student-loan defaulters.

## DEPENDENT STUDENT

An applicant whose parent or guardian has not surrendered the right to the applicant's care, custody, and earnings. It can also mean an applicant who receives over 50% of annual financial support from a parent, guardian, spouse or other person.

## D40

The District of Columbia's tax return. A schedule S accompanies the D40 when the filer has claimed dependents. (See *certified tax return for more information*)

If you or your parent/guardian/spouse need assistance with completing 2004 tax returns, please go online to <http://cfo.dc.gov/etsc/main.shtm> or call (202) 727-4TAX (727-4829). There is a fee for this service.

## DOMICILE

The current fixed place of residence to which the applicant returns following temporary absences and intends to reside indefinitely.

## ELIGIBLE COLLEGE OR UNIVERSITY

For the purposes of the DC Tuition Assistance Grant Program;

Any public college or university in the nation where DC residents would otherwise be responsible for paying out-of-state tuition rates (including HBCUs). Private colleges in the Washington DC metropolitan area and all private HBCUs are also eligible institutions.

For the purposes of DCLEAP and DCAS;

Any postsecondary institution that is eligible to receive and administer Title IV federal student aid.

## EXPECTED FAMILY CONTRIBUTION (EFC)

The amount that a student's family is expected to contribute toward the student's cost of attendance. The EFC is used to determine whether a student is eligible for federal student aid. It is printed on the front of a Student Aid Report (SAR), SAR Acknowledgement and Institutional Student Information Record (ISIR).

## FINANCIAL NEED

The difference between a student's cost of attendance (COA) at a school and the Expected Family Contribution (EFC). (COA — EFC = student's financial need).

## FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

The application completed and submitted by a student who wishes to receive federal student aid. The application collects household and financial information used by the federal government to calculate the Expected Family Contribution (EFC) to postsecondary education costs. There is no charge to obtain or submit a FAFSA. To obtain a FAFSA call (800) 433-3243 or go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## FRESHMAN YEAR

The first year of college attendance after graduation from a high school, earning a GED, or being no longer enrolled in high school, regardless of the number of college credit hours applicant was enrolled for while attending.

## GUARDIAN

A person who provides the care, custody and responsibility of another person.

## HALF-TIME

Most institutions measure half-time enrollment by hours per term. Normally, half-time is approximately six credit hours. Contact your college or university to confirm specific half-time enrollment qualifications.

# GLOSSARY

## HBCU

Historically Black College or University

## INCARCERATED

Serving a criminal sentence in a federal or state penitentiary, prison, jail, reformatory, work farm, or other similar correctional institution. For the purposes of the DCTAG program, residence in a halfway house, home detention, or sentencing that is carried out only on the weekends is not considered incarceration.

## INDEPENDENT STUDENT

A student who meets any of the following criteria: 24 years old or older; married; has children or dependents who receive substantial financial support from them; a ward of the court; or a veteran of the U.S. armed forces.

## PARENT

The natural or adoptive mother or father.

## PROPRIETARY COLLEGE OR UNIVERSITY

A private, for profit education institution.

## REGULAR STUDENT

An individual who is enrolled in a postsecondary institution to obtain an undergraduate degree or certificate and is eligible to receive federal student aid.

## SATISFACTORY ACADEMIC PROGRESS

An academic standing based on grade point average that meets a college's or university's requirements.

## SCHEDULE S

Filed with the D40, the Schedule S lists the filer's dependents and their social security numbers.

## SELECTIVE SERVICE REGISTRATION

**By law male U.S. citizens, and male aliens living in the U.S., who are between the ages of 18 and 25, are required to be registered with Selective Service.** Persons required by law to register with the Selective Service System must register within 30 days of their 18th birthday. This can be done electronically on the Internet, by telephone or by obtaining a Registration Card at any U.S. Post Office, U.S. Embassy, or U.S. Consulate. A registrant should retain the Registration Acknowledgment he receives from Selective Service as evidence of his registration.

## STUDY ABROAD PROGRAM

An academic program located in another country. To be a DCTAG eligible program, it must have both an in-state and out-of-state tuition charge and a student must be considered as being enrolled at their current college or university.

## STUDENT AID REPORT (SAR)

The Student Aid Report (SAR) summarizes the information you report on your Free Application for Federal Student Aid (FAFSA). A student receives a paper SAR if s/he files a paper FAFSA and does not provide a valid e-mail address. The student receives a link to online SAR information if s/he provides a valid e-mail address on the FAFSA. The student's Expected Family Contribution (EFC) is included on the SAR. All information reported on the SAR is also sent to colleges and universities the student listed on the FAFSA.

The State Education Office only accepts a valid Student Aid Report. A SAR is considered valid only if it contains the applicant's Expected Family Contribution (EFC) figure on it. The applicant's EFC represents the dollar amount the applicant and his or her family are expected to contribute towards the applicant's education.

## SUBSTANTIAL FINANCIAL SUPPORT

Greater than half of a person's total financial support.

## SUMMER SCHOOL ATTENDANCE

The portion of a college or university academic program that is conducted between May and August. DCTAG grantees may receive funding for summer session attendance provided they are attending the same school that they attended in the Fall and Spring and they have not already exceeded the maximum annual grant award amount. DCLEAP does not provide funding for summer school attendance.

## SUPPORTING DOCUMENTS

Any additional information that supports an applicant's claim of District domicile, dependency status, etc. For purposes of completing the 2005 DC OneApp, supporting documents include, but are not limited to:

- a) Certified D40 Tax Returns: A certified copy of your (or your parents/guardians/spouse) D40 tax returns will bear the stamp and staff signature from the DC Office of Tax and Revenue (OTR). A certified return indicates that OTR has reviewed and processed the tax return.
- b) Individuals who are not required to file DC tax returns (for example, people who are retired, unemployed, on public assistance or disabled) must provide documents, including official agency letters reflecting receipt of these public sources of income.
- c) Two Utility Bills: These bills must be current (no older than 45 days) and contain the name and address of the applicant (if independent) or parent/guardian/spouse (if applicant is dependent). The State Education Office will accept bills, for residential services only, from the following utility providers: gas, electric, water, telephone or cable.

In cases where utility costs are included in the monthly rental fees, the State Education Office will accept a notarized letter from the rental/leasing agency that substantiates this arrangement.

- d) Pay Stubs: These statements must reflect separate pay periods. They must also show the name and address of the applicant (if independent) or the parent/guardian/spouse (if applicant is dependent) and the withholding of District of Columbia income taxes.
- e) Social Security Card: The applicant must provide a copy of an original signed card issued from the Social Security Administration. To obtain or replace an original card, you'll need to complete a Form SS-5, and provide documents that prove your age, identity and U.S. citizenship or lawful alien status.

### To obtain an application via:

Internet: [www.socialsecurity.gov/online/ss-5.html](http://www.socialsecurity.gov/online/ss-5.html)

Phone: (800) 772-1213

In Person: visit a local office

Remember, there is no charge to get a social security card. This is a FREE service.

- f) Diploma or Transcript: Diplomas or certificates from high school or GED courses are required for students who completed high school or completed GED programs. For students who graduated before 1998, the transcript must be from an eligible college or university for the Spring 2002 semester.

## TANF

Temporary Assistance for Needy Families. Also known as public assistance.

## WARD

A department of a city or town, especially for an electoral district, for administrative and representative purposes

## WARD OF THE COURT

A person 21 years of age or younger who is in the custodial care of the DC Foster Care system because of the absence of parents or legal guardians.

# Sources of Financial Aid

## LOCAL

	Graduate School Degree	Four Year Bachelor Degree	Two Year Associate Degree	Certificate Program
1 DC Tuition Assistance Grant (DCTAG) Not to exceed \$10,000 per year. (202) 727-2824				*
2 DC Leveraging Education Assistance Partnership (DCLEAP) Not to exceed \$1,500 per year. (202) 727-6436				*
3 DC Adoption Scholarship Program (DCAS) Not to exceed \$10,000 per year. (202) 727-6436				*
4 DC College Access Program (DCCAP) Not to exceed \$2,000 per year (202) 783-7933				*
5 Tuition Assistance Program Initiative for TANF (TAPIT) Not to exceed \$4,000 per year (202) 698-1860				
6 Rehabilitation Services Administration (RSA) (202) 442-8672				
7 DC College Savings Plan I (800) 711-9434				*

## FEDERAL

1 Federal Pell Grant Not to exceed \$4,050. Minimum \$400. I (800) 433-3243 <a href="http://www.studentaid.ed.gov">www.studentaid.ed.gov</a>				
2 Federal Stafford Loan Not to exceed \$2,625 for first year students. Not to exceed \$3,500 for second year students. Not to exceed \$5,500 for third and fourth year students I (800) 433-3243 <a href="http://www.studentaid.ed.gov">www.studentaid.ed.gov</a>				

## CAMPUS BASED

1 Federal SEOG, College Work-Study and Perkins. Call or visit your campus Financial Aid Officer. <a href="http://www.studentaid.ed.gov">www.studentaid.ed.gov</a>	+			
2 Parents Loan for Undergraduate Students (PLUS) Call or visit your campus Financial Aid Officer. I (800) 433-3243 <a href="http://www.studentaid.ed.gov">www.studentaid.ed.gov</a>				

I Yes

\* Yes, if under the sponsorship of an accredited institution. Otherwise, No.

+ Federal Perkins and work study only.



DC State Education Office  
Leveraging Educational Assistance Partnership Program  
441 4<sup>th</sup> Street, NW, Suite 350 North  
Washington, DC 20001



DC State Education Office  
Tuition Assistance Grant Program  
441 4<sup>th</sup> Street, NW, Suite 350 North  
Washington, DC 20001

THE DC TUITION ASSISTANCE GRANT PROGRAM HAS  
RECEIVED YOUR APPLICATION AND IS REVIEWING IT  
TO DETERMINE YOUR ELIGIBILITY FOR  
THE UPCOMING ACADEMIC YEAR.

WE WILL NOTIFY YOU WITHIN 30 BUSINESS DAYS  
OF THE RESULTS OF OUR REVIEW.

THANK YOU FOR APPLYING FOR DCTAG.

THE DC LEVERAGING EDUCATIONAL ASSISTANCE  
PARTNERSHIP PROGRAM HAS RECEIVED YOUR  
APPLICATION AND IS REVIEWING IT  
TO DETERMINE YOUR ELIGIBILITY FOR  
THE UPCOMING ACADEMIC YEAR.

WE WILL NOTIFY YOU BY AUGUST 15, 2005  
OF THE RESULTS OF OUR REVIEW.

THANK YOU FOR APPLYING FOR LEAP.

## NEED MORE HELP?

Contact any of these agencies to help you prepare for college enrollment, or for financial aid guidance:



DC College Access Program (DC CAP)  
Main Office  
1029 Vermont Avenue, NW  
Suite 500  
Washington, DC 20005  
(202) 783-7933



The Educational Opportunity Center  
1233 20th Street, NW — Suite 600  
Washington, DC 20036  
(202) 822-5180



The Greater Washington College Information Center  
Martin Luther King Jr. Library  
901 G Street, NW  
Washington, DC 20001  
(202) 393-1100